

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**COMPANION ANIMAL INSPECTOR**

**I. INTRODUCTION**

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future positions which perform companion animal health field inspection, audit, sampling, and disease control work. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions conducting field inspection, audit, sampling, and disease control work in relation to State and Federal animal health laws, rules, regulations, standards and practices governing the consignment, containment, disease control, handling, identification, movement, and sale of companion animals.

Specifically, these laws regulate dog sellers, animal shelters and animal control facilities in relation to: animal movement, both intra- and interstate; health certificate requirements; vaccinations; age for transfer; standards of care; record keeping requirements; tracking of animal movements; and operating and/or offering sales at a temporary dog market.

Inspectors investigate violations of companion animal laws and regulations which may result in civil or criminal penalties. Investigations may also result in civil forfeitures under the general criminal code (e.g., animal cruelty, theft, etc.), even though DATCP is not directly responsible for enforcing the general criminal code.

C. Exclusions

Excluded by this classification specification are positions responsible for spending a majority (i.e., 50% or more) of their work time in the performance of the following duties and functions:

1. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the consignment, containment, disease control, handling, identification, movement, and sale of non-companion animals (e.g., livestock, etc.).
2. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat and meat food products;
3. Inspections and investigations fostering and enforcing laws and regulations pertaining to sanitation, labeling, advertising, marketing, consumer and trade practices in the dairy, food, and other business establishment and manufacturing fields;
4. Epidemiology, pathology, and diagnostic-related duties;
5. Inspections or investigations not related to the Animal Health industry;
6. Supervisory and managerial duties as statutorily defined; and
7. All other positions which are more appropriately identified by other series.

D. Entrance Into and Progression through this Series

Employees enter this series by competitive examination. Progression to the Objective level occurs through reclassification.

## II. DEFINITIONS

### COMPANION ANIMAL INSPECTOR

Under close, progressing to limited supervision, these positions perform inspection, audit, sampling, and disease control work in an assigned area of the state to promote and enforce State and Federal animal health laws, rules, regulations, policies, and standards governing the consignment, containment, disease control, handling, identification, movement, and sale of companion animals.

Duties include: identifying dog sellers for licensing purposes; inspecting dogs and facilities at quarantine quarters, dog seller facilities, animal dealers' facilities, dog breeding facilities, animal exhibitions/auctions where dogs are offered for sale, animal shelters that shelter dogs, animal control facilities within cities, counties, villages or towns and other animal handling operations to determine compliance with companion animal laws; reviewing or assisting higher level staff in the review of business transaction records of dog sellers to determine if illegal movement of animals has occurred; reviewing interstate certificates of veterinary inspection which are issued by licensed and accredited veterinarians to facilitate the interstate or intrastate movement of dogs; performing inspections on a pre-licensure and routine basis to make a determination as to whether dogs are provided adequate food, water, veterinary care, shelter

and opportunity for exercise; working with local law enforcement to seize dogs for suspected criminal mistreatment; and conducting studies and field investigations to determine the extent of exposure of dogs to contagious or infectious diseases or inhumane treatment upon probable cause or complaint.

#### **COMPANION ANIMAL INSPECTOR - OBJECTIVE**

Under general supervision, these positions perform inspection, investigation, and disease control work in an assigned area of the state to promote and enforce State and Federal animal health laws, rules, regulations, policies, and standards governing the sale, movement, disease control, and identification of companion animals.

This is the full performance level. Employees in this class have successfully completed all required training and perform the full range of activities identified under the entry level definition. In addition, objective level staff demonstrate the ability to independently carry out all job duties and evaluate companion animal assignments beyond the basic inspection functions, identifying additional issues and/or making recommendations to unit compliance staff and managers. Positions spend an increased amount of time conducting preliminary field investigations of companion animal violations, and may assist higher level staff with inter-state commerce or complex compliance matters relating to companion animal regulations.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective September 12, 2010 and announced in Bulletin OSER-0272-CLR/SC as a result of Assembly Bill 250 which requires certain persons who sell dogs or operate animal shelters or animal control facilities to be licensed by the Department of Agriculture, Trade and Consumer Protection.

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